

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5220

TITLE: HERITAGE RESOURCE SPECIALIST I

GRADE: S-18

DEFINITION:

Under direct supervision, is assigned to a specialized area of historic preservation (e. g., archeology); conducts preservation field surveys and/or laboratory analyses in the assigned specialty area; recommends ways of preserving resources; trains and monitors the work of volunteers; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Heritage Resource Specialist I class is distinguished from Heritage Resource Specialist II in terms of level of responsibility, independence of action, and supervision received. A Heritage Resource Specialist I performs entry level historic preservation tasks under direct supervision. A Heritage Resource Specialist II performs the full range of specialized historic preservation duties under general supervision. The Heritage Resource Specialist series is distinguished from the Historian series in terms of nature of work performed. Heritage Resource Specialist positions apply highly specialized knowledge to research-oriented situations. For example, an Heritage Resource Specialist I position performs reconnaissance surveys of potentially historical sites. Historian positions typically are involved in interpretation of historical events.

ILLUSTRATIVE DUTIES:

Surveys, evaluates and records archeological or historic resources and recommends follow-up actions to senior staff;
Locates, catalogs, identifies, analyzes and archives artifacts;
Photographs archeological/historic sites;
Updates archeological and historic site information;
Works with a senior level Heritage Resource Specialist to review public and private planning and development proposals for compliance with local, state, and federal preservation guidelines and requirements, as well as potential impact on archeological or historic sites;
Works with senior staff to develop proffer and mitigation recommendations;
Researches and records information on assigned topics related to the County's heritage resources;
Assists with the recruitment and training of volunteers;
Monitors the work of volunteers at work sites;
Assists senior staff with monitoring work performed by contractors;
Provides the public with information related to assigned functional area through reports, publications, lectures, and meetings;
Assists with the compilation of information to be supplied to boards and commissions interested in historic preservation, such as the Board of Supervisors, the Park Authority Board, the Planning Commission, the Architectural Review Board, and the History Commission;
Works with other agency staff on team projects;
May be required to attend meetings of boards, authorities, or commissions.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices and methods of the specialty area to which assigned, and the ability to effectively apply them;

Skill in communicating effectively, both orally and in writing;

Ability to collect and analyze research data;

Ability to analyze and evaluate development plans, and form sound, practical recommendations;

Ability to establish and maintain good working relationships with coworkers, volunteers, and contractors;

Ability to train volunteers in the work methods of the specialty area to which assigned, and to monitor their work;

Ability to speak effectively before groups;

Ability to set priorities and manage time efficiently.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in history, anthropology, architecture, archeology, or other field closely related to the area of specialization.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: July 26, 1993